

GREENSVILLE COUNTY WATER AND SEWER AUTHORITY
A G E N D A
MONDAY, NOVEMBER 5, 2018
REGULAR SESSION AT THE CONCLUSION OF THE BOARD OF SUPERVISORS
MEETING

- I. CALL TO ORDER
- II. CLOSED SESSION – Section 2.2-3711 (a) 1) Personnel Matters
 - A. Personnel Matters
- III. RETURN TO REGULAR SESSION - At the Conclusion of the Board of Supervisors Meeting
- IV. CERTIFICATION OF CLOSED MEETING - Resolution #WS-19-06
- V. APPROVAL OF AGENDA
- VI. APPROVAL OF CONSENT AGENDA
 - A. Approval of Minutes – See Attachments – C.
 - B. Budgetary Matters – See Attachment – D.
 - C. Warrants – See Attachment – E.
 - D. Resolution #WS-19-09 Regarding Personnel Matters resulting from Closed Session
- VII. PUBLIC HEARING – None
- VIII. ITEMS WITH APPOINTMENTS – None
- IX. OLD BUSINESS - None

X. NEW BUSINESS

- A. Resolution #WS-19-07 – Water Non-User Agreement – See Attachment – F.
- B. Resolution #WS-19-08 –DOT Drug & Alcohol Policy — See Attachment – G.

XI. MISCELLANEOUS MATTERS

- A. Staff Work Programs
- B. Staff Meeting Minutes

XII. ADJOURNMENT

At the Regular Meeting of the Greenville County Water and Sewer Authority, Monday, October 15, 2018, with Regular Session beginning at the conclusion of the Board of Supervisors meeting, in the Board Room of the Greenville County Government Building, 1781 Greenville County Circle, Emporia, Virginia

Present: Raymond L. Bryant, Chairman
 Jacqueline T. Jordan, Vice-Chairman
 Michael W. Ferguson
 Peggy R. Wiley

Chairman Bryant called the meeting to order.

In Re: Approval of Agenda

Mr. Whittington stated that Staff recommended approval of the Agenda with no added items.

Mr. Ferguson moved, seconded by Mrs. Jordan, to approve the Agenda as submitted. Voting aye: Mr. Ferguson, Mrs. Jordan, Mrs. Wiley and Chairman Bryant.

In Re: Approval of the Consent Agenda

Mr. Whittington stated that Staff recommended approval of the Consent Agenda.

Mr. Ferguson moved, seconded by Mrs. Jordan, to approve the Consent Agenda consisting of the following items. Voting aye: Mr. Ferguson, Mrs. Jordan, Mrs. Wiley and Chairman Bryant.

Minutes from the meeting of October 1, 2018.

Warrants:

Approval of Total Accounts Payable for October 15, 2018, in the amount of, \$263,763.87

Approval of the Accounts Payables for the General Fund, in the amount of,
\$99,166.19

Approval of Accounts Payables for Special Projects, in the amount of,
\$174,597.68

In Re: Resolution #WS-19-04 Water Non-User Agreements

Mrs. Lois Powell addressed the Authority stating that there were four new customers from the Dominion Water Extension Project who had applied and successfully passed all of the water quality reports. She stated that they had asked to be non-users as included in the agenda packet. She also stated that they had the certifications that their well quality was good and they had filled out the necessary forms. Mrs. Powell stated that Staff recommended approval of the following Resolution approving the non-user agreements.

**RESOLUTION # WS-19-04
WATER NON-USER AGREEMENTS**

WHEREAS, the Greenville County Water and Sewer Authority (Authority) currently has four (4) new customers from the Dominion Water Line Extension Project applying for Water Non*User status; and

WHEREAS, the new customers have completed the Water Non-User agreements; and

WHEREAS, the new customers have presented an approved certification from an approved testing facility regarding their well water quality.

Staff recommends the Authority approve the four (4) Water Non-User Agreements

IT IS, ACCORDINGLY, hereby resolved by the Authority's Board of Directors,

Approved Water Non-User Agreements:

- a. 2809 Brunswick Road
- b. 1180 Otterdam Road
- c. 1295 Rogers Road
- d. 1413 Pleasant

Mr. Ferguson moved, seconded by Mrs. Jordan, to approve Resolution #WS-19-04. Voting aye: Mr. Ferguson, Mrs. Jordan, Mrs. Wiley and Chairman Bryant.

In Re: Resolution #WS-19-05 – Request for Contracting Heavy Equipment Services

Mr. Gary Mitchell stated that the request for approval of the following Resolution was in regards to the same information as provided in the Board of Supervisors Meeting.

**RESOLUTION #WS-19-05
GREENSVILLE COUNTY WATER & SEWER AUTHORITY
AWARD OF CONTRACT FOR HEAVY EQUIPMENT SERVICES**

WHEREAS, The Greenville County Water and Sewer Authority occasionally needs assistance from the private sector with regard to heavy equipment services. This need may occur on a scheduled basis, or an emergency basis, where response time is critical; and

WHEREAS, the Greenville County Water & Sewer Authority issued a Request for Proposals, (RFP) for these services; and

WHEREAS, the Authority received proposals from Dickens Construction Inc. and Repair Tech LLC; and

WHEREAS, after reviewing the RFP's, the Authority's staff interviewed both contractors; and

WHEREAS, the Authority's staff is recommending awarding contracts to both Dickens Construction Inc. and Repair Tech LLC.

IT IS, ACCORDINGLY, HERBY RESOLVED:

1. The Authority award contracts to both Dickens Construction Inc. and Repair Tech LLC. For the provision of Heavy Equipment Services for a term of three years.
2. The Authority Authorizes the Executive Director to execute the contract prepared by the County Attorney.

Supervisor Ferguson moved, seconded by Supervisor Jordan, to approve Resolution #WS-19-05. Voting aye: Supervisors Ferguson, Mrs. Jordan, Mrs. Wiley and Chairman Bryant.

In Re: Scope of Services for Sewer Engineering at MAMaC

Mrs. Natalie Slate addressed the Authority stating that the Authority went through an RFP process for General Engineering Services and that contract was awarded to Timmons Group. She stated that as a task under the Timmons Group contract that already existed, she stated that staff recommended the Authority review and approve the Scope of Services and fees in the agenda. She further stated that the Scope of Services included the study and design of offsite wastewater force main and gravity sewer systems to provide the conveyance of wastewater from the MAMaC site to the existing Three Creek Wastewater Treatment Plant.

Supervisor Ferguson moved, seconded by Supervisor Jordan, to approve the Scope of Services. Voting aye: Mr. Ferguson, Mrs. Jordan, Mrs. Wiley and Chairman Bryant.

In Re: Adjournment

There being no further business to discuss, Mr. Ferguson moved, seconded by Mrs. Jordan, to adjourn the meeting to November 1, 2018 at 3:00 p.m. to take a tour of the GCWSA's facilities. Voting aye: Mr. Ferguson, Mrs. Jordan, Mrs. Wiley and Chairman Bryant.

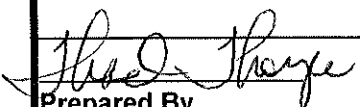
Raymond L. Bryant, Chairman
Greensville County Water and Sewer Authority

GREENSVILLE COUNTY WATER & SEWER

Fund # 1 & 2

VOUCHER

JV# 1

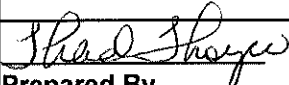
ACCOUNT	AMOUNT	ACCOUNT	AMOUNT
Fund 001		Fund 001	
10000 ADMINISTRATION - WATER		20000 UTILITY MAINTENANCE - WATER	
5170 Hurricane Florence (2018)	928.21	6030 Heavy Equipment Supplies	364.66
		22000 WATER TREATMENT - JARRATT	
		3310 Repair & Maintenance Services	563.55
Fund 002		Fund 002	
10100 ADMINISTRATION - SEWER		20100 UTILITY MAINTENANCE - SEWER	
5170 Hurricane Florence (2018)	1,689.66	6030 Heavy Equipment Supplies	546.99
		32000 THREE CREEK SEWAGE TREAT. PLANT	
		3310 Repair & Maintenance Services	1,142.67
TOTAL	2,617.87	TOTAL	2,617.87
EXPLANATION			
Transfer funds to cover for Hurricane Florence expenses.			
	<u>10/12/2018</u>		
Prepared By	Date	Approved By	Date
	Posted By		Date

GREENSVILLE COUNTY WATER & SEWER

Fund # 2

VOUCHER

JV# 2

ACCOUNT	AMOUNT	ACCOUNT	AMOUNT
66102 SKIPPERS WWTP 3150 Prof. Services: Legal	64.00	61100 CAPITAL PROJECTS - SEWER 9120 Skippers WWTP: PER	64.00
TOTAL	64.00	TOTAL	64.00
EXPLANATION			
Transfer expense of Slayton & Clary to the correct department and line item for Invoice #13263.			
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;">  Prepared By </div> <div style="width: 20%;"> <u>10/19/2018</u> Date </div> <div style="width: 30%;"> Approved By </div> <div style="width: 20%;"> Date </div> </div>			
<div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> Posted By </div> <div style="width: 60%;"> Date </div> </div>			

ACCOUNTS PAYABLE LIST
GREENSVILLE COUNTY WATER
DEPT # - 000110 **OTHER ASSETS**

10/30/2018 FROM DATE-11/05/2018
89375 TO DATE- 11/05/2018
FUND # - 001 ***OPERATING FUND-WATER***

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$\$ PAY \$\$\$
TREASURER OF VIRGINIA		ACCOUNTS RECEIVABLE - WATER	UNCLAIMED/4866	10/16/2018	173.18
TREASURER OF VIRGINIA		ACCOUNTS RECEIVABLE - WATER	UNCLAIMED/6788	10/16/2018	61.28
TREASURER OF VIRGINIA		ACCOUNTS RECEIVABLE - WATER	UNCLAIMED/6806	10/16/2018	6.43
TREASURER OF VIRGINIA		ACCOUNTS RECEIVABLE - WATER	UNCLAIMED/7415	10/16/2018	65.12
TREASURER OF VIRGINIA		ACCOUNTS RECEIVABLE - WATER	UNCLAIMED/7694	10/16/2018	3.83
TREASURER OF VIRGINIA		ACCOUNTS RECEIVABLE - WATER	UNCLAIMED/7703	10/16/2018	6.66
TREASURER OF VIRGINIA		ACCOUNTS RECEIVABLE - WATER	UNCLAIMED/7754	10/16/2018	59.05
TREASURER OF VIRGINIA		ACCOUNTS RECEIVABLE - WATER	UNCLAIMED/7837	10/16/2018	18.57
TREASURER OF VIRGINIA		ACCOUNTS RECEIVABLE - WATER	UNCLAIMED/7938	10/16/2018	2.89
TREASURER OF VIRGINIA		ACCOUNTS RECEIVABLE - WATER	UNCLAIMED/8287	10/16/2018	61.72
TREASURER, GREENSVILLE CO		ACCOUNTS RECEIVABLE - WATER	AKASH ACARLAND	10/16/2018	73.81
					532.54 *
		TOTAL			532.54

DEPT # - 000110 **OTHER ASSETS**

OTHER ASSETS

DEPT # - 010000 **ADMINISTRATION-WATER**

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$\$ PAY \$\$\$
SLAYTON & CLARY		PRDF SERVICES:LEGAL	13290	10/19/2018	72.00
					72.00 *
BRAT VISA CARD #7826		PRDF SERVICES:TIME CLOCK	ERSETIME/492453	10/12/2018	2.00
					2.00 *
LEETE TYRE & AUTO CENTER		REPAIR & MAINTENANCE SERVICES	801023	10/25/2018	88.49
					88.49 *
TREASURER OF GREENSVILLE		PURCHASE SERVICES FROM GREENSV	16040-10/HAV 18	11/01/2018	2,222.22
					2,222.22 *
EDWARDS PRINTING COMPANY		OFFICE SUPPLIES	27910	10/12/2018	75.20
BMS DIRECT		OFFICE SUPPLIES	129854	10/19/2018	427.75
QUILL CORPORATION		OFFICE SUPPLIES	1620481	10/02/2018	1,179.27
					1,682.22 *
		TOTAL			4,066.93

DEPT # - 011000 **AUTHORITY BOARD-WATER**

AUTHORITY BOARD-WATER

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$\$ PAY \$\$\$
INDEPENDENT MESSENGER		ADVERTISING	00565/10-2018	10/11/2018	82.88
					82.88 *
MATTHEW BENDER & CO INC		OFFICE SUPPLIES	05257468	9/27/2018	31.10
					31.10 *
		TOTAL			113.98

DEPT # - 020000 **UTILITY MAINTENANCE-WATER**

UTILITY MAINTENANCE-WATER

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$\$ PAY \$\$\$
HECKLENBURG ELECTRIC COOP		ELECTRICAL SERVICES	2880201100/1018	10/03/2018	28.28

ACCOUNTS PAYABLE LIST
GREENSVILLE COUNTY WATER
DEPT # - 020000 **UTILITY MAINTENANCE-WATER**

10/30/2018 FROM DATE-11/05/2018
AP375 TO DATE- 11/05/2018
FUND # - 001 ***OPERATING EXPENDITURES***

VENDOR NAME		CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$\$ PAY \$\$\$
HECKLENBURG ELECTRIC COOP						
HECKLENBURG ELECTRIC COOP	ELECTRICAL SERVICES			3887600400/1018	10/09/2018	31.11
HECKLENBURG ELECTRIC COOP	ELECTRICAL SERVICES			3892000600/1018	10/09/2018	28.39
HECKLENBURG ELECTRIC COOP	ELECTRICAL SERVICES			4383300901/1018	10/09/2018	34.95
HECKLENBURG ELECTRIC COOP	ELECTRICAL SERVICES			4393600500/1018	10/15/2018	28.59
HECKLENBURG ELECTRIC COOP	ELECTRICAL SERVICES			4398400500/1018	10/09/2018	857.75
HECKLENBURG ELECTRIC COOP	ELECTRICAL SERVICES			90600005178/1018	10/17/2018	1,300.77
DOMINION ENERGY VIRGINIA	ELECTRICAL SERVICES			9500175006/1018	10/11/2018	7.46
						2,117.30 *
VERIZON						
VERIZON WIRELESS	TELECOMMUNICATIONS			336-1587/10-18	10/19/2018	49.40
	TELECOMMUNICATIONS			9815757430	10/02/2018	92.33
						141.73 *
ARABARK UNIFORM SERV INC						
ARABARK UNIFORM SERV INC	UNIFORM RENTAL			51549682	9/13/2018	40.39
						40.39 *
WALMART COMMUNITY/SYNCO						
WALMART COMMUNITY/SYNCO	OFFICE SUPPLIES			TR#02393	10/01/2018	8.76
						8.76 *
JARRATT HARDWARE						
JARRATT HARDWARE	REPAIR & MAINTENANCE SUPPLIES			8157323	10/12/2018	.49
ARC3 GASES	REPAIR & MAINTENANCE SUPPLIES			05727065	10/10/2018	36.40
						36.89 *
FASTENAL COMPANY						
FASTENAL COMPANY	SAFETY EQUIPMENT SUPPLIES			RCR08136748	10/01/2018	126.74
						126.74 *
MANLINGS BROTHERS GARAGE						
MANLINGS BROTHERS GARAGE	HEAVY EQUIPMENT SUPPLIES			INV# 0907	9/07/2018	329.88
						329.88 *
					TOTAL	2,801.69
DEPT # - 022000 **WATER TREATMENT - JARRATT**						
JOYCE ENGINEERING, INC.						
JOYCE ENGINEERING, INC.	CONTRACTUAL SERVICES			96078	9/30/2018	1,485.40
						1,485.40 *
JAMES H REED & ASSOC INC						
JAMES H REED & ASSOC INC	LABORATORY SERVICES			1868201	8/31/2018	19.00
DCLS	LABORATORY SERVICES			42516	10/09/2018	60.75
						79.75 *
SOUTHERN CORROSION, INC						
SOUTHERN CORROSION, INC	REPAIR & MAINTENANCE SERVICES			11209	10/15/2018	2,028.00
						2,028.00 *
VERIZON WIRELESS						
VERIZON WIRELESS	TELECOMMUNICATIONS			9815757430	10/02/2018	40.05
DCN TELECOM INC	TELECOMMUNICATIONS			22594223	10/01/2018	.55
						40.60 *
TURN OF JARRATT						
TURN OF JARRATT	LEASE: FACILITIES (12-2022)			LEASE/HMV 2018	11/01/2018	2,299.00
						2,299.00 *
ARABARK UNIFORM SERV INC						
ARABARK UNIFORM SERV INC	UNIFORM RENTAL			51579939	9/20/2018	72.13
ARABARK UNIFORM SERV INC	UNIFORM RENTAL			51610118	9/27/2018	72.13
ARABARK UNIFORM SERV INC	UNIFORM RENTAL			51639930	10/04/2018	72.13
ARABARK UNIFORM SERV INC	UNIFORM RENTAL			51689905	10/11/2018	72.13
ARABARK UNIFORM SERV INC	UNIFORM RENTAL			51699776	10/18/2018	72.13
ARABARK UNIFORM SERV INC	UNIFORM RENTAL			51729810	10/25/2018	72.13
						432.78 *
HACH COMPANY						
HACH COMPANY	LAB SUPPLIES			11093084	8/15/2018	666.88

ACCOUNTS PAYABLE LIST
GREENSVILLE COUNTY WATER
DEPT # - 022000 **WATER TREATMENT - JARRATT**

10/30/2018 FROM DATE-11/05/2018
AP375 TO DATE- 11/05/2018
FUND # - 001 ***OPERATING EXPENDITURES***

INVOICE	INVOICE#	DESCRIPTION	CHARGE TO	DATE	\$\$\$ PAY \$\$\$
HACH COMPANY	11131779	LAB SUPPLIES	LAB SUPPLIES	9/11/2018	756.51
HACH COMPANY	11131793	LAB SUPPLIES	LAB SUPPLIES	9/11/2018	213.89
HACH COMPANY	11161508	LAB SUPPLIES	LAB SUPPLIES	10/02/2018	1,715.64
JARRATT HARDWARE	0291009	LAB SUPPLIES	LAB SUPPLIES	10/09/2018	14.55
COLUMBIA SCIENTIFIC, INC	INV0152456	LAB SUPPLIES	LAB SUPPLIES	10/10/2018	142.11
ARCE GASES	05715380	LAB SUPPLIES	LAB SUPPLIES	10/04/2018	32.20
					3,541.78 *
JARRATT HARDWARE	A157039	REPAIR & MAINTENANCE SUPPLIES	REPAIR & MAINTENANCE SUPPLIES	10/02/2018	104.82
JARRATT HARDWARE	0291140	REPAIR & MAINTENANCE SUPPLIES	REPAIR & MAINTENANCE SUPPLIES	10/11/2018	87.36
JARRATT HARDWARE	02911722	REPAIR & MAINTENANCE SUPPLIES	REPAIR & MAINTENANCE SUPPLIES	10/22/2018	11.36
JARRATT HARDWARE	0291913	REPAIR & MAINTENANCE SUPPLIES	REPAIR & MAINTENANCE SUPPLIES	10/25/2018	24.44
JARRATT HARDWARE	0291966	REPAIR & MAINTENANCE SUPPLIES	REPAIR & MAINTENANCE SUPPLIES	10/26/2018	11.56
ELECTRICAL EQUIPMENT	3756091-00	REPAIR & MAINTENANCE SUPPLIES	REPAIR & MAINTENANCE SUPPLIES	10/19/2018	1,118.45
					1,357.99 *
DWEN FORD, INC	00479	VEHICLE SUPPLIES	VEHICLE SUPPLIES	10/12/2018	47.79
					47.79 *
CURTIS GILLAM	B00TS/11-2018	WEARING APPAREL	WEARING APPAREL	10/07/2018	65.00
					65.00 *
WATER GUARD, INC	0259131-IN	CHEMICALS	CHEMICALS	10/05/2018	149.60
WATER GUARD, INC	0259532-IN	CHEMICALS	CHEMICALS	10/18/2018	1,445.80
					1,595.40 *
SHI INTERNATIONAL CORP	B08919450	C. D. : COMPUTERS & MONITORS	C. D. : COMPUTERS & MONITORS	10/01/2018	1,250.00
					1,250.00 *
					14,223.49
					TOTAL

DEPT # - 023000 **SKIPPERS WELL SYSTEM**

SKIPPERS WELL SYSTEM					
DUNIRION ENERGY VIRGINIA	2634792630/1018	ELECTRICAL SERVICES	ELECTRICAL SERVICES	10/11/2018	195.11
					195.11 *
VERIZON	336-1545/10-10	TELECOMMUNICATIONS	TELECOMMUNICATIONS	10/13/2018	59.90
					59.90 *
CORE & HAIN LP	J503014	REPAIR & MAINTENANCE SUPPLIES	REPAIR & MAINTENANCE SUPPLIES	10/11/2018	767.00
					767.00 *
					1,022.01
					TOTAL

DEPT # - 024000 **JACKSON FIELD HOME WATER SYSTEM**

JACKSON FIELD HOME WATER SYSTEM					
DUNIRION ENERGY VIRGINIA	3940850005/1018	ELECTRICAL SERVICES	ELECTRICAL SERVICES	10/24/2018	77.34
					77.34 *
VERIZON	634-0087/10-10	TELECOMMUNICATIONS	TELECOMMUNICATIONS	10/19/2018	58.59
					58.59 *
					135.93
					TOTAL

DEPT # - 025000 **SERVICE LATERALS**

SERVICE LATERALS					
CHARLIE F THOMAS JR	295 RUGERS ROAD	SERCAP: SERVICE LATERALS (LMT)	SERCAP: SERVICE LATERALS (LMT)	10/18/2018	3,935.00
					3,935.00 *

ACCOUNTS PAYABLE LIST
GREENSVILLE COUNTY WATER
DEPT # - 025000 **SERVICE LATERALS**

10/30/2018 FROM DATE-11/05/2018
AP375 TO DATE- 11/05/2018
FUND # - 001 ***OPERATING EXPENDITURES***

VENDOR NAME	CHANGE TO	DESCRIPTION	INVOICES	INVOICE DATE	\$\$\$ PAY \$\$\$
CHARLIE F THOMBS JR	OVER 60:SERVICE LATERALS (COUN		2579	10/18/2018	4,776.00
					4,776.00 *
CHARLIE F THOMBS JR	CEMSA:SERVICE LATERALS		1477	10/18/2018	3,870.00
CHARLIE F THOMBS JR	CEMSA:SERVICE LATERALS		5605	10/26/2018	4,085.00
					7,875.00 *
			TOTAL		16,586.00

DEPT # - 061102 **HUBBARD'S FERRY ROAD**

HUBBARD'S FERRY ROAD					
SLAYTON & CLARY	PROPERTY ACQUISITION		13290	10/19/2018	522.00
BBAT VISA CARD #7826	PROPERTY ACQUISITION		6-VILLE CIRCUIT	10/16/2018	183.04
					705.04 *
LOWES BUSINESS ACCOUNT	CONSTRUCTION		905195	10/19/2018	75.96
LOWES BUSINESS ACCOUNT	CONSTRUCTION		906506	10/24/2018	101.00
DICKERS CONSTRUCTION INC	CONSTRUCTION		2084	10/26/2018	488.03
HALIFAX EQUIPMENT RENTALS	CONSTRUCTION		64792-3	10/26/2018	488.03
					1,064.99 *
			TOTAL		1,770.03
			FUND TOTAL		41,252.60

ACCOUNTS PAYABLE LIST
GREENSVILLE COUNTY WATER
DEPT # - 010100 **ADMINISTRATION-SEWER**

10/30/2018 FROM DATE-11/05/2018
AP375 TO DATE- 11/05/2018
FUND # - 002

VENDOR NAME	CHANGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$\$ PAY \$\$\$
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DEPT # - 010100 **ADMINISTRATION-SEWER**

ADMINISTRATION-SEWER					
SLAYTON & CLARY		PROF. SERVICES: LEGAL	13290	10/19/2018	54.00 *
BORG VISA CARD #7826		PROF. SERVICES: TIME CLOCK	EASETIME/492453	10/12/2018	3.00
					3.00 *
LEEITE TIRE & AUTO CENTER		REPAIR & MAINTENANCE SERVICES	801023	10/25/2018	132.74
					132.74 *
TREASURER OF GREENSVILLE		PURCHASE SERVICES FROM GREENSV	16040-10/NUV 18	11/01/2018	3,333.33
					3,333.33 *
EDWARDS PRINTING COMPANY		OFFICE SUPPLIES	27910	10/12/2018	112.80
BMS DIRECT		OFFICE SUPPLIES	129854	10/19/2018	641.61
QUILL CORPORATION		OFFICE SUPPLIES	1620481	10/02/2018	1,768.89
					2,523.30 *
		TOTAL			6,046.37

DEPT # - 011100 **AUTHORITY BOARD-SEWER**

AUTHORITY BOARD-SEWER					
INDEPENDENT MESSENGER		ADVERTISING	80565/10-2018	10/11/2018	124.31
					124.31 *
MATTHEW BENDER & CO INC		OFFICE SUPPLIES	05257468	9/27/2018	46.65
					46.65 *
		TOTAL			170.96

DEPT # - 020100 **UTILITY MAINTENANCE-SEWER**

UTILITY MAINTENANCE-SEWER					
REPAIR & MAINTENANCE SERVICES					
DELTA SYSTEMS			1272	10/16/2018	690.00
					690.00 *
MECKLENBURG ELECTRIC COOP		ELECTRICAL SERVICES	2881600600/1018	10/03/2018	96.59
MECKLENBURG ELECTRIC COOP		ELECTRICAL SERVICES	2883100100/1018	10/03/2018	86.68
MECKLENBURG ELECTRIC COOP		ELECTRICAL SERVICES	2884102100/1018	10/03/2018	87.20
MECKLENBURG ELECTRIC COOP		ELECTRICAL SERVICES	2884200700/1018	10/03/2018	89.49
MECKLENBURG ELECTRIC COOP		ELECTRICAL SERVICES	3396200600/1018	10/10/2018	69.28
MECKLENBURG ELECTRIC COOP		ELECTRICAL SERVICES	3883900900/1018	10/09/2018	33.70
MECKLENBURG ELECTRIC COOP		ELECTRICAL SERVICES	3884700400/1018	10/09/2018	109.92
MECKLENBURG ELECTRIC COOP		ELECTRICAL SERVICES	3886801000/1018	10/10/2018	100.74
MECKLENBURG ELECTRIC COOP		ELECTRICAL SERVICES	3886803800/1018	10/08/2018	53.19
MECKLENBURG ELECTRIC COOP		ELECTRICAL SERVICES	4383301101/1018	10/09/2018	30.62
MECKLENBURG ELECTRIC COOP		ELECTRICAL SERVICES	4394600400/1018	10/03/2018	350.19
MECKLENBURG ELECTRIC COOP		ELECTRICAL SERVICES	4395500700/1018	10/15/2018	35.48
MECKLENBURG ELECTRIC COOP		ELECTRICAL SERVICES	9000005810/1018	10/17/2018	449.35
DOMINION ENERGY VIRGINIA		ELECTRICAL SERVICES	0111782504/1018	10/10/2018	38.35
DOMINION ENERGY VIRGINIA		ELECTRICAL SERVICES	02322624/10/1018	10/09/2018	455.92
DOMINION ENERGY VIRGINIA		ELECTRICAL SERVICES	3691790004/1018	10/10/2018	78.81

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	DATE	\$\$\$ PAY \$\$\$
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BOUTKIN ENERGY VIRGINIA	ELECTRICAL SERVICES		9910851972/1018	10/11/2018	214.47
VERIZON	TELECOMMUNICATIONS		336-1545/10-18	10/13/2018	2,379.98 *
VERIZON	TELECOMMUNICATIONS		336-1587/10-18	10/19/2018	53.90
VERIZON	TELECOMMUNICATIONS		535-7275/10-18	10/13/2018	49.40
VERIZON	TELECOMMUNICATIONS		535-8415/10-18	10/25/2018	51.04
VERIZON	TELECOMMUNICATIONS		535-8753/10-18	10/25/2018	56.85
VERIZON	TELECOMMUNICATIONS		534-6731/10-18	10/04/2018	57.34
VERIZON	TELECOMMUNICATIONS		534-9607/9-18	10/01/2018	24.95
VERIZON	TELECOMMUNICATIONS		534-9713/10-18	10/22/2018	24.95
VERIZON	TELECOMMUNICATIONS		534-9826/10-18	10/13/2018	24.70
VERIZON	TELECOMMUNICATIONS		348-8879/10-18	10/25/2018	24.95
VERIZON WIRELESS	TELECOMMUNICATIONS		9815757430	10/02/2018	138.53
VERIZON WIRELESS	TELECOMMUNICATIONS		9815757430	10/02/2018	40.01
ARMARK UNIFORM SERV INC	UNIFORM RENTAL		51549482	9/13/2018	577.57 *
WALMART COMMUNITY/SYNCO	OFFICE SUPPLIES		TR#02393	10/01/2018	60.59
JARRATT HARDWARE	REPAIR & MAINTENANCE SUPPLIES		0156335	9/10/2018	13.13
JARRATT HARDWARE	REPAIR & MAINTENANCE SUPPLIES		0157272	10/18/2018	13.13 *
JARRATT HARDWARE	REPAIR & MAINTENANCE SUPPLIES		0291146	10/11/2018	46.99-
JARRATT HARDWARE	REPAIR & MAINTENANCE SUPPLIES		0291414	10/16/2018	25.14
ELECTRICAL EQUIPMENT	REPAIR & MAINTENANCE SUPPLIES		3757607-00	10/18/2018	3.99
RAWLINGS BROTHERS GARAGE	REPAIR & MAINTENANCE SUPPLIES		INV# 01010	10/10/2018	26.27
ARC3 CASES	REPAIR & MAINTENANCE SUPPLIES		05727065	10/10/2018	94.43
FASTENAL COMPANY	SAFETY EQUIPMENT SUPPLIES		NCR00136748	10/01/2018	350.00
RAWLINGS BROTHERS GARAGE	HEAVY EQUIPMENT SUPPLIES		INV# 0907	9/07/2018	54.60
					507.44 *
					190.12
					190.12 *
					494.83
					494.83 *
					4,913.66
				TOTAL	

DEPT # - 031000 **FALLING RUN SEWAGE TREAT. PLANT**

JAMES R REED & ASSOC INC	LABORATORY SERVICES		1818025	10/10/2018	186.00
NECKLEBURG ELECTRIC COOP	ELECTRICAL SERVICES		3389301802/1018	10/03/2018	186.00 *
JARRATT HARDWARE	REPAIR & MAINTENANCE SUPPLIES		0290809	9/22/2018	2,758.72
					2,758.72 *
					1.00-
					1.00-
				TOTAL	2,943.72

DEPT # - 032000 **THREE CREEK SEWAGE TREAT. PLANT**

JAMES R REED & ASSOC INC	LABORATORY SERVICES		1818026	10/10/2018	492.00
					492.00 *

THREE CREEK SEWAGE TREAT. PLANT

VEHICLE NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$\$ PAY \$\$\$
REPAIR TECH	REPAIR & MAINTENANCE SERVICES		9373	10/04/2018	631.00
					631.00 *
HECKLERBURG ELECTRIC COOP	ELECTRICAL SERVICES		3883900100/1018	10/09/2018	8,168.39
					8,168.39 *
VERIZON WIRELESS	TELECOMMUNICATIONS		9815757430	10/02/2018	40.05
					40.05 *
ARMARK UNIFORM SERV INC	UNIFORM RENTAL		51639929	10/04/2018	115.39
ARMARK UNIFORM SERV INC	UNIFORM RENTAL		51669904	10/11/2018	115.39
					230.78 *
ARC3 GASES	LAB SUPPLIES		05727065	10/10/2018	91.00
					91.00 *
ENGINEERED SYSTEMS &	REPAIR & MAINTENANCE SUPPLIES		2858463	9/24/2018	742.60
JARRATT HARDWARE	REPAIR & MAINTENANCE SUPPLIES		0156275	9/08/2018	2.99
JARRATT HARDWARE	REPAIR & MAINTENANCE SUPPLIES		0288683	9/01/2018	11.99
JARRATT HARDWARE	REPAIR & MAINTENANCE SUPPLIES		0288822	9/04/2018	71.85
JARRATT HARDWARE	REPAIR & MAINTENANCE SUPPLIES		0290599	10/03/2018	.09
BBAT VISA CARD #0678	REPAIR & MAINTENANCE SUPPLIES		ACE HARDWARE	10/10/2018	122.18
					951.70 *
JARRATT HARDWARE	VEHICLE SUPPLIES		B290113	9/25/2018	5.99
					5.99 *
		TOTAL			10,610.91

DEPT # - 034000 **JARRATT SEWAGE TREAT. PLANT**

JAMES R REED & ASSOC INC	LABORATORY SERVICES		1010023	10/10/2018	234.00
					234.00 *
VERIZON	TELECOMMUNICATIONS		535-8730/10-18	10/04/2018	51.04
					51.04 *
		TOTAL			285.04

DEPT # - 035000 **SKIPPER'S SEWAGE TREAT. PLANT**

JAMES R REED & ASSOC INC	LABORATORY SERVICES		1010024	10/10/2018	42.00
					42.00 *
DOMINION ENERGY VIRGINIA	ELECTRICAL SERVICES		5558978622/1018	10/11/2018	984.56
					984.56 *
JARRATT HARDWARE	REPAIR & MAINTENANCE SUPPLIES		B289486	9/13/2018	6.99
					6.99 *
		TOTAL			1,033.55

DEPT # - 061102 **SKIPPER'S WWTP**

B & B CONSULTANTS, INC.	PROF. SERVICES:ENGINEERING		22578	10/18/2018	16,337.94
B & B CONSULTANTS, INC.	PROF. SERVICES:ENGINEERING		22578	10/18/2018	8,713.57
					25,051.51 *

ACCOUNTS PAYABLE LIST
 GREENSVILLE COUNTY WATER
 DEPT # - 061102 *SKIPPER'S UNIT**

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE	
				DATE	\$\$\$ PAY \$\$\$
B & B CONSULTANTS, INC.	GEOTECHNICAL	EASEMENT ACQUISITION	22578	10/18/2018	2,070.00
					2,070.00 *
			44-5941 44-594	8/22/2018	5,000.00
					5,000.00 *
		TOTAL			32,121.51

DEPT # - 061103 *ROSS W/ PUMP STATION**

B & B CONSULTANTS, INC. *ROSS W/ PUMP STATION**					
B & B CONSULTANTS, INC.	PUMP SERVICES-ENGINEERING		22580	10/18/2018	1,000.00
					1,000.00 *
					1,000.00
			TOTAL		
		FUND TOTAL			59,125.72
		TOTAL DUE			100,378.32

Approved

Signed Quincy Title Finance Manager Date 10/30/18

ACCOUNTS PAYABLE CHECKS
GREENSVILLE COUNTY WATER

FROM DATE- 11/05/2018
TO DATE- 11/05/2018

10/30/2018

FUND NO.	DESCRIPTION	\$\$\$ PAY \$\$\$
001	***OPERATING EXPENDITURES***	\$41,252.60
002		\$59,125.72
	TOTAL	100,378.32

10/16/2016 FROM DATE-10/16/2016
 00000 TO DATE- 10/16/2016
 FUND 5 - 001 ***OPERATING EXPENDITURES***

ACCOUNTS PAYABLE LIST
 GREENSVILLE COUNTY WATER
 DEPT 5 - 022000 WASTEWATER TREATMENT - JANUATION

VENUE NAME	CHARGE ID	DESCRIPTION	INVOICE	INVOICE DATE	INVOICE PER	CHECK	CHECK DATE	AMOUNT
QUAIL CORPORATION		WASTEWATER TREATMENT - JANUATION						
		OFFICE SUPPLIES	1400459	9/24/2016			10/16/2016	50.46
								50.46 *
								50.46
		TOTAL						50.46
		FUND TOTAL						50.46
		TOTAL DUE						50.46

Signed B. D. Parson Title DCA Date 10-16-16

10/16/2019 FROM DATE- 10/16/2018
 TO DATE- 10/16/2018

10/16/2019

FUND NO.	DESCRIPTION	AMOUNT	DATE
001	MANAGEMENT EXPENDITURES	50.46	10/16/2018
	TOTAL	50.46	

10/16/2019

RECEIPTS PAYABLE LIST
GREENSBURG COUNTY WATER
DEPT 3 - 032000 WATER CREEK SEWER TREAT. PLANT

FROM DATE-10/31/2018
TO DATE- 10/31/2018

10/18/2018
03275
FUND 3 - 002

VENOR NAME	CHARGE TO	DESCRIPTION	INVOICE	DATE	AMOUNT
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DEPT 3 - 032000 WATER CREEK SEWER TREAT. PLANT

WATER CREEK SEWER TREAT. PLANT
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TOTAL	31.32
FUND TOTAL	31.32
TOTAL DUE	31.32

Approved

Signed Alice White

Title Finance Director Date 10/18/18

FROM DATE- 10/31/2018
TO DATE- 10/31/2018

10/18/2018

10/18/2018

ACCOUNTS PAYABLE CHECKS
GREENSVILLE COUNTY WATER

\$\$\$ PAY \$\$\$

\$\$\$ PAY \$\$\$

002

TOTAL

002

ACCOUNTS PAYABLE LIST
GREENSVILLE CO WAS AUTH
DEPT # - 070000 **PHASE I: ADMINISTRATION**

10/30/2018 FROM DATE-11/05/2018
AP375 TO DATE- 11/05/2018
FUND # - 001 *****EXPENDITURES*****

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	INVOICE PER	CHECK DATE	\$\$\$ PAY \$\$\$
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DEPT # - 070000 **PHASE I: ADMINISTRATION**

PHASE I: ADMINISTRATION
SENTRY LOCKE ATTORNEYS
KAUFMAN & CANALES
PROF. SERVICES: LEGAL
PROF. SERVICES: LEGAL

259226 //122	10/17/2018	11/05/2018	228.00
113852	10/09/2018	11/05/2018	7,777.70
			8,005.70 *
TOTAL			8,005.70

DEPT # - 076000 **INTAKE AND PUMP STATIONS**

INTAKE AND PUMP STATIONS
B & B CONSULTANTS INC
B & B CONSULTANTS INC
B & B CONSULTANTS INC
PROF. SERVICES: ENGINEERING
GEOTECHNICAL
INSPECTION

22579	10/18/2018	11/05/2018	757.32
			757.32 *
22579	10/18/2018	11/05/2018	1,035.00
			1,035.00 *
22579	10/18/2018	11/05/2018	3,900.00
			3,900.00 *
TOTAL			5,692.32

DEPT # - 077000 **RESERVOIR/INTER. PUMP STATION**

RESERVOIR/INTER. PUMP STATION
B & B CONSULTANTS INC
B & B CONSULTANTS INC
B & B CONSULTANTS INC
CURTIS CONTRACTING INC
B & B CONSULTANTS INC
PROF. SERVICES: ENGINEERING
PROF. SERVICES: ENGINEERING
GEOTECHNICAL
CONSTRUCTION
INSPECTION

22579	10/18/2018	11/05/2018	2,070.02
22579	10/18/2018	11/05/2018	2,825.00
			4,895.02 *
22579	10/18/2018	11/05/2018	759.00
			759.00 *
CONTRACT 6/NO. 9	9/21/2018	11/05/2018	950,859.40
			950,859.40 *
22579	10/18/2018	11/05/2018	14,365.00
			14,365.00 *
TOTAL			970,878.42

DEPT # - 078000 **RAW WATER MAINS**

RAW WATER MAINS
B & B CONSULTANTS INC
B & B CONSULTANTS INC
PROF. SERVICES: ENGINEERING
INSPECTION

22579	10/18/2018	11/05/2018	201.95
			201.95 *
22579	10/18/2018	11/05/2018	162.50
			162.50 *
TOTAL			364.45
FUND TOTAL			984,940.89
TOTAL DUE			984,940.89

Approved

Signed Quincy Whiting James Manges 10/30/18
Title Date

10/30/2018 FROM DATE- 11/05/2018 ACCOUNTS PAYABLE CHECKS
TO DATE- 11/05/2018 GREENSVILLE CO WAS AUTH

FUND NO.	DESCRIPTION	\$\$\$ PAY \$\$\$
001	***EXPENDITURES***	584,940.89
	TOTAL	584,940.89

**RESOLUTION # WS -19-07
WATER NON-USER AGREEMENT**

WHEREAS, the Greenville County Water and Sewer Authority (Authority) currently has one (1) customer from the 301 North/Westover Hills Water Interconnector Project applying for Water Non-User status; and

WHEREAS, the customer has completed the Water Non-User agreement.

WHEREAS, the customer has presented an approved certification from an approved testing facility regarding their well water quality; and

WHEREAS, Staff recommends the Authority approve the one (1) Water Non-User Agreement.

IT IS, ACCORDINGLY, hereby resolved by the Authority's Board of Directors,

Approved Water Non-User Agreements:

- a. 1130 Purdy Road

Raymond L. Bryant, Chairman
Greenville County Water and Sewer Authority

Attest:

Denise A. Banks, Clerk
Greenville County Water and Sewer Authority

Adopted this 5th day of November 2018.

WATER NONUSER AGREEMENT

This agreement entered into between the Greensville County Water and Sewer Authority a public body, hereinafter called the "Owner" and **CHRISTINE MOLDEN**, and hereinafter called the "Nonuser" (who is owner of property described below).

PLEASE PRINT CLEARLY

Location of Property **1130 PURDY ROAD EMPORIA, VA 23847**

Mailing Address of Applicant **1130 PURDY ROAD EMPORIA, VA 23847**

Street Address of Applicant **1130 PURDY ROAD EMPORIA, VA 23847**

Telephone Number **(434) 634-3522**

The applicant hereby applies to the Owner for Nonuser status.

The applicant hereby agrees to provide proof of the potability of their independent water sources by providing written certification from the Virginia Department of Health that: **(1)** a water sample taken within the last twelve months has been found acceptable by the Virginia Department of Health bacteriological test and **(2)** that the well has been inspected and found acceptable by the Virginia Department of Health within the last twelve months.

~~The Nonuser agrees to pay an initial contribution (which is designated as "connection fee" in Owner's Rules and Regulations) of \$960.00 for residential connection, \$400.00 for residential facility fee or residential equivalency to Owner.~~

Persons granted a Nonuser exemption shall be required to pay the appropriate monthly Nonuser debt service charge.

Should a nonuser for whatever reason become a regular water consuming customer of the Owner, a Nonuser exemption will not be granted thereafter.

The Nonuser agrees to comply with, and be bound by, the Rules and Regulations of the Owner now in force, or as hereafter duly and legally supplemented, amended or changed.

The failure of a Nonuser to pay Nonuser charges duly imposed shall result in the automatic imposition of the following penalty:

1. Nonpayment within twenty (20) days from the due date will cause imposition of the penalty of ten percent (10%).

In all cases where there are past due charges due the Owner, the owner of record and customer of record of the property shall be held responsible or liable for payment of these outstanding charges.

IN WITNESS HEREOF, we have executed this agreement this 11TH day of OCTOBER, 2018.


Witness


Owner

Owner

Greenville County Water and Sewer Authority

Chairman

Director



Roanoke Rapids Sanitary District

PO Box 308 • 1000 Jackson Street • Roanoke Rapids, NC 27870 • (252) 537-9137

Water Treatment Plant Laboratory

Joanne B. Parrott, Lab Supervisor

21 VEPCo Street • Roanoke Rapids, NC 27870 • (252) 537-3319 • Fax (252) 537-1857

BACTERIOLOGICAL ANALYSIS

Note: All applicable information must be supplied for compliance credit.

Water System Number: NC - - County: Frederick State: VA
Name of Water System: Private System Type: well Water Source: G

☐ Distribution System — Revised Total Coliform Rule (RTCR) Facility ID: D01
Sample Type: ☐ Routine (RT) ☐ Repeat (RP) ☐ Special / Non-compliance (SP) Site: _____
Location Code: _____ Tap Location: Bathroom Sink Street Address: 1130 Pundy Rd City: Emporia
☐ Check (✓) if sample site is owned or controlled by water system.
☐ Check (✓) if sample site is a daycare or a K-12 school.
Sample Point: ☐ Routine Original (RTOR) ☐ Repeat-Original Tap (RPOR) ☐ Repeat-Upstream (RPUP) ☐ Repeat-Downstream (RPDN)

☐ Source Water — Ground Water Rule (GWR)
Sample Type: ☐ Triggered (TG) ☐ Additional/Confirmation (CO) ☐ Assessment (RT) ☐ Triggered/Distribution Repeat (TD) *
Facility ID: Sample Point: * for systems with a population ≤ 1,000

Collected by: Christine Lewis DATE: 10/01/18 TIME: 11:25 AM

Mail Results to (water system representative):

Christine Lewis-Moulden
1130 Pundy Rd
Emporia VA 23847
Phone #: 434 634 3522
Fax #: 434 348 4281
Responsible Person's email: 4257
WHS

Complete for Repeat, Triggered, or Additional/Confirmation Samples
Provide Positive Laboratory ID Number:
Positive Laboratory Log Number:
Positive Location Code:
Positive Collection Date:

Disinfectant Used:
Total Chlorine Residual (chloramines): mg/L
Free Chlorine Residual (chlorine): mg/L

Laboratory ID Number: 00298 ☐ Repeat Samples Required from Client ☐ Resample Required from Client

CONTAM CODE	CONTAMINANT	METHOD CODE	RULE	RESULTS	
				Present ^{1,2}	Absent
3100	Total Coliform	COLISURE	RTCR/GWR		✓
3014	E. coli	9223B	RTCR/GWR		✓
3002	Enterococci		GWR		
3028	Coliphage		GWR		
3001	Heterotrophic P.C. ³			cfu/mL or MPN	

Invalid Code

INVALID CODES:

1	Confluent Growth / No Coliform Growth Found
2	TNTC/No Coliform Growth Found
3	Turbid Culture / No Coliform Growth Found
4	Over 30 Hours Old
5	Improper Sample or Analysis ⁴

¹If E. coli, enterococci or coliphage is present, lab must report results to State on day test completed. ²If total coliform bacteria is present, lab must report results to State within 48 hours. ³If HPC is absent, enter a "0" left of the "cfu/mL or MPN" units; if present, enter a whole number. ⁴Explain invalid code below in comments.

Analysis Begun — DATE: 10/01/18 TIME: 01:30 PM (Please print name) S
Analysis Completed — DATE: 10/02/18 TIME: 02:00 PM (Please print name) S

Laboratory Log Number: CLM 01018 Certified By: Joanne B. Parrott
(Print and sign name)

COMMENTS: Get to VA pd GC WHS

**RESOLUTION #WS-19-08
DOT DRUG/ALCOHOL USE & TESTING POLICY**

WHEREAS, the Greenville County Water & Sewer Authority has a DOT Drug/Alcohol Use & Testing Policy in the Personnel Manual; and

WHEREAS, the Department of Transportation has instituted procedural regulations to deter and detect the use of illegal drugs and the misuse of alcohol by employees performing safety-sensitive transportation functions; and

NOW THEREFORE, BE IT RESOLVED, the Greenville County Water & Sewer Authority approves the updated DOT Drug/Alcohol Use & Testing Policy and approves replacing the old policy in the Personnel Manual with the updated policy.

Raymond L. Bryant, Jr., Chairman
Greenville County Water & Sewer Authority

ATTEST:

Denise A. Banks, Clerk
Greenville County Water & Sewer Authority

Adopted this 5th day of November, 2018

GREENSVILLE COUNTY DOT DRUG/ALCOHOL USE & TESTING POLICY

SECTION I - INTRODUCTION

A. Regulatory Background

The Department of Transportation (DOT) has instituted procedural regulations designed to deter and detect the use of illegal drugs and the misuse of alcohol by employees performing safety-sensitive transportation functions. The Federal Motor Carrier Safety Administration (FMCSA), which regulates the motor carrier industry, has published its conforming regulations as set forth in 49 CFR Part 382 entitled "Controlled Substances and Alcohol Use and Testing." The purpose of this regulation is to establish programs designed to help prevent accidents and injuries resulting from the misuse of alcohol or use of controlled substances by drivers of commercial motor vehicles (CMVs).

B. Applicability and Penalties

49 CFR Part 382 applies to every person and to all employers of such persons who operate a CMV in commerce in any State and is subject to the commercial driver's license (CDL) requirements of 49 CFR Part 383. Greenville County is such an employer and will be referred to as "the County" in this policy manual.

This Policy supersedes any and all prior County DOT drug and alcohol policies.

Drivers are required to be in compliance with this Policy during that period of the work day when they are performing safety-sensitive functions. Any County or driver who violates the requirements of 49 CFR Part 382 and/or 49 CFR Part 40 shall be subject to the civil and/or criminal penalty provisions of 49 U.S.C. 521(b).

C. County Policy

The County will only conduct business with responsible service agents (see Appendix A) who have the appropriate qualifications or have received the necessary training or certification as required by DOT regulations.

D. Self-Identification

Drivers who admit to drug use or alcohol misuse in accordance with the County's established voluntary self-identification program are not subject to the referral, evaluation and treatment requirements of this regulation provided that the driver does not self-identify in an attempt to avoid testing under the requirements of this regulation, and provided that the admission is made before performing safety-sensitive functions (i.e., prior to reporting for duty). The driver may not resume performance of safety-sensitive functions until the County is satisfied that he/she has been evaluated and has successfully completed education or treatment requirements in accordance with the self-identification program guidelines.

SECTION II – PROGRAM REQUIREMENTS

A. Prohibited Activities

The following conduct by drivers covered by these regulations is prohibited. Information regarding the consequences of engaging in prohibited activities as defined below can be found in Section VI – Consequences for a Driver Who Engages in Prohibited Activities.

Actual knowledge for the purpose of this subsection means actual knowledge by the County that a driver has used alcohol or controlled substances based on the County's *direct observation* of the employee, information provided by the driver's previous employer(s), a traffic citation for driving a CMV while under the influence of alcohol or controlled substances, or an employee's admission of alcohol or controlled substance use, except as provided in Subsection D – Self-identification found in Section I. *Direct observation* as used in this definition means observation of alcohol or controlled substances use and does not include observation of employee behavior or physical characteristics sufficient to warrant reasonable suspicion testing under the following subsection.

1. *Alcohol concentration.* No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater. No County having knowledge that a driver has an alcohol concentration of 0.04 or greater shall permit the driver to perform or continue to perform safety-sensitive functions.

2. *On-duty use.* No driver shall use alcohol while performing safety-sensitive functions. No County having actual knowledge that a driver is using alcohol while performing safety-sensitive functions shall permit the driver to perform or continue to perform those functions.

3. *Pre-duty use.* No driver shall perform safety-sensitive functions within four hours after using alcohol. No County having actual knowledge that a driver has used alcohol within four hours shall permit a driver to perform or continue to perform safety-sensitive functions.

4. *Use following an accident.* No driver required to take a post-accident alcohol test under the provisions of this regulation shall use alcohol for eight hours following the accident or until he/she undergoes a post-accident alcohol test, whichever occurs first.

5. *Refusal to submit to a required test.* No driver shall refuse to submit to a post-accident, random, reasonable suspicion, return-to-duty or follow-up drug or alcohol test or pre-employment drug test as required in the following subsection. No County shall permit a driver who refuses to submit to such tests to perform or continue to perform safety-sensitive functions.

6. *Controlled substances use.* No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any Schedule I drug or substance. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any non-Schedule I drug or substance, except when the use is pursuant to the instructions of a *licensed medical practitioner* who is familiar with the driver's medical history and has advised the driver that the substance will not adversely affect the driver's ability to safely operate a commercial motor vehicle. No County having actual knowledge that a driver has used a controlled substance shall permit the driver to perform or continue to perform a safety-sensitive function. Drivers are required to inform their supervisor when they are

taking medication, prescribed or non-prescribed, that would adversely affect their ability to perform their safety-sensitive functions.

A *licensed medical practitioner* is a person who is licensed, certified, and/or registered, in accordance with applicable Federal, State, local, or foreign laws and regulations, to prescribe controlled substances and other drugs.

7. *Controlled substances testing.* No driver shall report for duty, remain on duty or perform a safety-sensitive function if the driver tests positive or has adulterated or substituted a test specimen for controlled substances. No County having knowledge that a driver has tested positive or has adulterated or substituted a test specimen for controlled substances shall permit the driver to perform or continue to perform safety-sensitive functions.

B. Types of Tests

The County is required to conduct the following types of drug and alcohol tests and, prior to performing each required test, must notify the driver that said test is required by this regulation and that he/she is required to submit to testing:

1. *Pre-employment testing.* Prior to the first time a driver performs safety-sensitive functions for the County, the driver shall undergo testing for controlled substances as a condition prior to being used. The County will not allow a driver, who the County intends to hire or use, to perform safety-sensitive functions unless the County has received a controlled substances test result from the MRO or C/TPA indicating a verified negative test result. The County shall notify a driver of the results of a required pre-employment drug test if the driver requests such results within 60 calendar days of being notified of the disposition of the employment application.

“Pre-employment” drug testing also applies to existing County employees when:

- An employee not previously required to maintain a CDL but, due to a job transfer, promotion, re-assignment of duties, etc., is now required to maintain a CDL;
- An employee returns to a position where he/she is required to maintain a CDL after moving to and holding a position where a CDL is not required, after more than 30 days; and
- An employee returns to a position where he/she is required to maintain a CDL after being temporarily removed from the payroll (i.e. leave of absence, lay-off with recall, disciplinary action, etc.), after more than 30 days.

2. *Post-accident.* As soon as practicable following an occurrence involving a CMV operating on a public road in commerce, the County shall conduct alcohol and controlled substances tests according to the criteria and timeframes outlined below.

The County shall test for alcohol for each of its surviving drivers:

- (a) Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life; or

(b) Who receives a citation within 8 hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if the accident involved:

(i) Bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or

(ii) One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.

If an alcohol test required by this regulation is not administered within 2 hours following the accident, the County shall prepare and maintain on file a record stating the reasons the test was not promptly administered. If a test required by this regulation is not administered within 8 hours following the accident, the County shall cease attempts to administer an alcohol test and shall prepare and maintain the same record.

The County shall test for controlled substances for each of its surviving drivers:

(a) Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life; or

(b) Who receives a citation within 32 hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if the accident involved:

(i) Bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or

(ii) One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.

If a controlled substance test required by this regulation is not administered within 32 hours following the accident, the County shall cease attempts to administer a controlled substances test, and prepare and maintain on file a record stating the reasons the test was not promptly administered.

A driver who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the County to have refused to submit to testing. Nothing in this section shall be construed to require the delay of necessary medical attention for injured people following an accident or to prohibit a driver from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.

The results of a breath or blood test for the use of alcohol and the results of a urine test for the use of controlled substances, conducted by Federal, State, or local officials having independent authority for the test, shall be considered to meet the requirements of this regulation, provided such tests conform to the applicable Federal, State or local alcohol/controlled substances testing requirements, and that the results of the tests are obtained by the County.

FMCSA post-accident testing provisions do not apply to:

- (i) An occurrence involving only boarding or alighting from a stationary motor vehicle; or
- (ii) An occurrence involving only the loading or unloading of cargo; or
- (iii) An occurrence in the course of the operation of a passenger car or a multipurpose passenger vehicle by the County unless the motor vehicle is transporting passengers for hire or hazardous materials of a type and quantity that require it to be marked or placarded.

3. *Random testing.* All drivers shall submit to random drug and alcohol testing in accordance with the following:

NOTE: A driver shall only be tested for alcohol while the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions, or just after the driver has ceased performing such functions.

The County shall randomly select a sufficient number of drivers for testing during each calendar year to equal an annual rate not less than the minimum annual percentage rate for random alcohol and controlled substances testing determined by the FMCSA Administrator. The County may use a service agent (e.g., a C/TPA) to perform random selections, and covered drivers may be part of a larger random testing pool of covered employees. However, the County will ensure that the service agent is testing at the appropriate percentage established for the FMCSA and that only covered employees are in the random testing pool.

The FMCSA has adopted performance-based random testing rates in order to reward efforts to obtain low violation rates. The random rates may be increased or decreased dependent on the violation/positive rates for the entire industry. All information used for this determination is drawn from information reported through annual Management Information System (MIS) reports. Each year, the FMCSA will establish new minimum annual testing rates based on the industry's past performance. In the event of a change in these rates, the new rates will be published in the Federal Register and will become effective on January 1st of the calendar year following publication.

Key aspects of the random testing selection and notification process are as follows:

- The selection of drivers for random alcohol and controlled substances testing shall be made by a scientifically valid method, such as a random number table or a computer-based random number generator.
- Each driver shall have an equal chance of being tested each time selections are made.
- Each driver selected for testing shall be tested during the selection period.
- All random tests will be unannounced and test dates must be spread reasonably throughout the calendar year.

- The County shall require that each driver who is notified of selection for random alcohol and/or controlled substances testing proceeds to the test site immediately; provided, however, that if the driver is performing a safety-sensitive function, other than driving a commercial motor vehicle, at the time of notification, the County shall instead ensure that the driver ceases to perform the safety-sensitive function and proceeds to the testing site as soon as possible.

4. *Reasonable-suspicion testing.* The County shall require a driver to submit to an alcohol or controlled substances test when the County has reasonable suspicion to believe that the driver has violated the prohibitions outlined in Subsection A – Prohibited Activities of this section. The County's determination that reasonable suspicion exists will be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the driver. The observations leading to a reasonable suspicion drug test may include indications of the chronic and withdrawal effects of controlled substances.

The required observations for alcohol and/or controlled substances reasonable suspicion testing shall be made by a supervisor or County official who is trained in accordance with this regulation. A written record will be made of the observations leading to an alcohol or controlled substances reasonable suspicion test and signed by the supervisor or County official who made the observations, within 24 hours of the observed behavior or before the results of the alcohol or controlled substances tests are released, whichever is earlier.

NOTE: Alcohol testing is authorized by these regulations only if the aforementioned observations are made during, just preceding, or just after the period of the work day that the driver is required to be in compliance with these regulations. A driver may be directed by the County to only undergo reasonable suspicion alcohol testing while the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions, or just after the driver has ceased performing such functions. The person who makes the determination that reasonable suspicion exists to conduct an alcohol test shall not conduct the alcohol test of the driver.

If an alcohol test required by these regulations is not administered within 2 hours following the County's reasonable cause determination, the County shall prepare and maintain on file a record stating the reasons the alcohol test was not promptly administered. If an alcohol test required by these regulations is not administered within 8 hours following the County's reasonable cause determination, the County shall cease attempts to administer an alcohol test and shall state in the record the reasons for not administering the test.

Notwithstanding the absence of a reasonable suspicion alcohol test under these regulations, no driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while the driver is under the influence of or impaired by alcohol, as shown by the behavioral, speech, and performance indicators of alcohol misuse, nor shall the County permit the driver to perform or continue to perform safety-sensitive functions, until:

- An alcohol test is administered and the driver's alcohol concentration measures less than 0.02; or

- 24 hours have elapsed following the County's determination that there is reasonable suspicion to believe that the driver has violated the prohibitions in this policy concerning the use of alcohol.

Except as provided in the preceding paragraph, the County shall take no action under DOT/FMCSA authority against a driver based solely on the driver's behavior and appearance, with respect to alcohol use, in the absence of an alcohol test.

In the case of a positive drug test or an alcohol test with an alcohol concentration of 0.04 or greater, see Section VI – Consequences for a Driver Who Engages in Prohibited Activities. In the case of an alcohol test with an alcohol concentration of 0.02 or greater but less than 0.04, see Section V – Consequences of Other Related Alcohol Conduct.

5. *Return-to-duty testing.* Return-to-duty testing will be conducted in accordance with 49 CFR Part 40, subpart O. In summary, if the County allows a driver who engages in the prohibited activities outlined in Section II of this Policy to resume his/her safety-sensitive functions, that driver may not return to duty until he/she has a negative drug test result and/or an alcohol test with an alcohol concentration of less than 0.02. This test cannot occur until after a Substance Abuse Professional (SAP) has determined that the driver has successfully complied with prescribed education and/or treatment.

6. *Follow-up testing.* Follow-up testing will be conducted in accordance with 49 CFR Part 40, subpart O. In summary, if the County allows a driver who engages in the prohibited activities outlined in Section II of this Policy to return to duty, he/she must first be evaluated by a Substance Abuse Professional (SAP) who shall establish a written follow-up testing plan after the SAP determines that the driver has successfully complied with his/her recommendations for education and/or treatment.

Said driver shall be subject to unannounced, follow-up testing after his/her return to duty as directed by the SAP. The number and frequency of follow-up tests are to be determined by the SAP but are not to exceed beyond 60 months from the date of the driver's return to duty. This testing will, at a minimum, consist of 6 unannounced tests in the first 12 months following the driver's return to duty. In addition, this follow-up testing may include testing for both drugs and alcohol if the SAP determines that this is required. The requirements of the SAP's follow-up testing plan follow the driver to subsequent DOT employers or through breaks in service.

SECTION III- DRUG TESTING PROCEDURES AND METHODOLOGY

The County will ensure that all drug testing conducted under 49 CFR Part 382 complies with the procedures set forth in 49 CFR Part 40. These procedures, which describe the specimen collection, laboratory analysis and verification process in detail, are briefly summarized in this Section.

A. Controlled Substances for Which Testing Must be Conducted.

The Company is required to test all drivers for the following five drugs or classes of drugs as identified in 49 CFR Parts 40.85 and 40.87 and detailed in Appendix B: marijuana metabolites, cocaine metabolites, amphetamines, opioids, and phencyclidine (PCP.)

1. *Specimen Collection.* All urine specimens collected under these regulations shall use proper chain-of-custody procedures.

2. *Collection Sites.* Urine collections for a DOT drug test must take place in a collection site that meets the requirements of this regulation. It must have all necessary personnel, materials, equipment, facilities and supervision to provide for the collection, temporary storage and shipping of urine specimens to a laboratory, and a suitable clean surface for writing. A collection site may be in a medical facility, a mobile facility, a dedicated collection facility, or any other location meeting the requirements of this regulation. A collection site must take steps to prevent unauthorized access that could compromise the integrity of collections.

The Federal Chain of Custody and Control Form (CCF) will be used to document every urine collection required by the DOT drug testing program, and for each DOT drug test, the collection kit used must meet the requirements of this regulation.

3. *Privacy.* The collection site must provide the donor with privacy during the specimen collection process except in cases where a directly observed collection is required. The observer does not need to be a qualified collector; however, the observer must be of the same gender as the donor.

The County will require an immediate collection under direct observation with no advance notice to the driver if:

- the lab reported to the MRO that a specimen is invalid and the MRO did not find an adequate medical explanation for the result; or
- the MRO reported that the original positive, adulterated or substituted test result had to be cancelled because the test of the split specimen could not be performed; or
- The lab reported to the MRO that the specimen was negative-dilute with a creatinine concentration greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL, and the MRO reported the specimen to you as a negative-dilute and that a second collection must take place under direct observation.

In addition, the County will require directly observed collections for all return-to-duty and follow-up tests.

B. Specimen Analysis

1. *Laboratory certification requirements.* The County shall use a drug testing laboratory certified by the Department of Health & Human Services (HHS). The laboratory shall provide services in accordance with 49 CFR Parts 40 and shall comply with applicable provisions of the HHS Guidelines concerning accessioning and processing urine drug specimens. The name and address of the laboratory contracted by the County is contained in Appendix A.

2. *Specimen analysis procedures*

(a) Initial drug test – (also known as a “screening drug test”) The test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.

(b) Confirmatory drug test – A second analytical procedure performed on a different aliquot of the original specimen to identify and quantify the presence of a specific drug or drug metabolite.

(c) Validity testing of all specimens will be conducted in accordance with these regulations to determine whether adulterants or foreign substances were added to the urine, if the urine was diluted, or if the specimen was substituted or is invalid.

3. *Specimen retention.* Drug testing laboratories shall retain and place in properly secured long- term, frozen storage in accordance with HHS requirements all specimens reported with positive, adulterated, substituted, or invalid results for a minimum of one year.

Within this one-year period, the MRO, the donor, the County, or a DOT agency may, in writing, request the laboratory to retain the specimen for an additional period of time (e.g., for the purpose of preserving evidence for litigation or a safety investigation).

4. *Reporting of results.* The laboratory shall report all test results directly to the County’s MRO in a confidential and timely manner.

The laboratory shall report as negative all specimens that are negative on the initial test or negative on the confirmatory test. Only specimens confirmed positive shall be reported positive.

5. *MRO Responsibilities and Test Outcomes.* The Medical Review Officer (MRO) acts as an independent and impartial “gatekeeper” and advocate for the accuracy and integrity of the drug testing process and provides a quality assurance review of the drug testing process. The County has contracted with the MRO listed in Appendix A to provide services in accordance with the requirements of 49 CFR Parts 40 and 382.

The MRO shall review and report all drug testing results to the County or designated C/TPA in a confidential manner. Below is a review of the most common testing outcomes:

(a) *Negative results* – The MRO shall report the laboratory findings of a negative specimen to the County.

(b) *Diluted results* – The MRO shall report the laboratory findings of a dilute specimen to the County regardless of whether the test result is positive or negative. In the case of a positive-dilute result, the test is treated like a verified positive result. In the case of a negative-dilute result, the County may direct the individual to take another unobserved test (unless there is another basis for the direct observation or unless directed to do so by the MRO) immediately with minimum possible advance notice. The County shall require such a retest in ALL testing situations. The result of the second test will become the test of record. If the result of the second test is also

negative-dilute, no additional testing is required or allowed. A refusal to take the second test as requested constitutes a refusal to be tested.

(c) *Adulterated or substituted results* – These test results must be verified in the same way as the positive results. If the MRO determines that no legitimate medical explanation exists for these results, the test is reported to the County as a verified refusal to test because of adulteration or substitution and the individual is to immediately be removed from performing safety-sensitive functions. If the MRO determines that a legitimate medical explanation does exist, the test will be canceled and no further testing is necessary unless a negative drug test result is required (i.e., in all cases of pre-employment, return-to-duty or follow-up testing). The County will then direct the individual to provide another specimen immediately.

(d) *Positive results* – A positive test result does not automatically identify an individual as having used drugs in violation of a DOT regulation. Accordingly, the MRO will contact the donor directly, on a confidential basis, to determine whether the individual wants to discuss the test result.

In those situations, as stipulated in 49 CFR Part 40, where a legitimate medical explanation can be taken into consideration in the verification decision, the MRO must conduct a medical interview with the individual and must review the individual's medical history or any other relevant biomedical factors presented by the individual. The MRO may direct the individual to undergo further medical evaluation. The MRO must review and take all reasonable and necessary steps to verify the authenticity of all medical records the individual provides if he/she asserts that the presence of a drug or drug metabolites are the result of taking prescription medication.

If the MRO determines there is a legitimate medical explanation for the test result, the MRO shall report the test result to the County as negative. If the MRO determines that there is no legitimate medical explanation for the positive test result, it will be verified as positive, or in the cause of an adulterated or substituted specimen, a refusal to test. The MRO will immediately report all drug test results to the County.

The MRO, or a staff member, must make a reasonable effort to contact the individual at the day and evening telephone numbers listed on the CCF. If, after making all reasonable efforts and documenting them, the MRO is unable to reach the individual directly, the MRO shall contact the County's Designated Employer Representative (DER). The DER must attempt to contact the individual immediately, in as confidential a manner as possible, to inform him/her to contact the MRO immediately and of the consequences of failing to contact the MRO within the next 72 hours.

If, after making all reasonable efforts, the County is unable to contact the individual, the County may place the driver on temporary medically unqualified status or medical leave.

The MRO may verify a test result as positive, or as a refusal to test because of adulteration or substitution, or as cancelled because the test was invalid (with instructions to recollect immediately under direct observation), without interviewing the individual about the test in three circumstances:

- (i) The individual expressly declines the opportunity to discuss the test;

(ii) The County has successfully made and documented a contact with the individual and instructed the individual to contact the MRO, and more than 72 hours have passed since the time the County contacted the individual; or

(iii) Neither the MRO nor the County, after making and documenting all reasonable efforts, has been able to contact the individual within 10 days of the date on which the MRO receives the confirmed test result from the laboratory.

C. Split Specimen Testing

When the MRO verifies a drug test as positive for a drug or drug metabolite, and/or as a refusal to test because of adulteration or substitution, the MRO will notify the individual of his/her right to have the split specimen tested and the procedures for requesting this test. There is no split specimen testing for an invalid result.

The individual has 72 hours from the time he/she is provided with this notification to make this request either verbally or in writing. The County must ensure that the test takes place, and although the individual is not required to pay for the test from his/her own funds before the test takes place, the County may seek reimbursement for the cost of the test.

When the individual makes a timely request for a test of the split specimen, the MRO must immediately provide written notice to the laboratory that tested the primary specimen, directing them to forward the split specimen to a second HHS-certified laboratory.

Action required by the DOT agency regulations as the result of a positive, adulterated or substituted drug test (i.e., removal from performing a safety-sensitive function) is NOT stayed pending the result of the test of the split specimen.

If the test of the split specimen fails to reconfirm the presence of the drug(s)/drug metabolite or the adulterant result reported in the primary specimen, the second laboratory may send the specimen or an aliquot of it for testing at another HHS-certified laboratory that has the capability to conduct another reconfirmation test. The result of the test of the split specimen is transmitted by the second (or subsequent) laboratory directly to the MRO, who then reports the result to the County's DER and the individual. All test outcomes are detailed in 49 CFR Part 40.

SECTION IV- ALCOHOL TESTING PROCEDURES AND METHODOLOGY

The County shall ensure that all alcohol testing conducted under 49 CFR Part 382 complies with the procedures set forth in 49 CFR Part 40. These procedures, which describe the alcohol testing process in detail, are briefly summarized in this Section.

A. Locations for Alcohol Testing

Alcohol testing shall be conducted in a location that affords visual and hearing privacy to the individual being tested, sufficient to prevent unauthorized persons from seeing or hearing test results.

In unusual circumstances (e.g., when it is essential to conduct a test outdoors at the scene of an accident), a test may be conducted at a location that does not fully meet the requirements of this section. In such a case, the technician shall provide visual and hearing privacy to the individual to the greatest extent practicable. All necessary equipment, personnel, and materials shall be provided at the location where testing is conducted. The DOT Alcohol Testing Form (ATF) will be used for every DOT alcohol test.

B. Alcohol Screening Tests

An alcohol screening test is an analytical procedure to determine whether an individual may have a prohibited concentration of alcohol in a breath or saliva specimen. Other types of tests (i.e., blood and urine) are not authorized. Only a certified Screening Test Technician (STT) or a certified Breath Alcohol Technician (BAT) is authorized to conduct a DOT alcohol screening test. An alcohol screening test can be conducted using either an Alcohol Screening Device (ASD) or an Evidential Breath Testing Device (EBT).

If the result of the screening test is a breath alcohol concentration of less than 0.02, no further testing is authorized. If the result of the screening test is a breath alcohol concentration of 0.02 or greater, a confirmation test is required.

C. Alcohol Confirmation Tests

An alcohol confirmation test provides quantitative data about alcohol concentration. Only breath tests are authorized for alcohol confirmation tests. Other types of tests (i.e., saliva, blood and urine) are not authorized. Only a BAT is authorized to conduct a DOT alcohol confirmation test. An alcohol confirmation test can be only conducted using an Evidential Breath Testing Device (EBT).

If the result of the confirmation test is an alcohol concentration of 0.02 or greater, the BAT must immediately notify the Company's local DER of the results in a confidential manner and the driver is immediately prohibited from performing any safety-sensitive functions. (see Section V – Consequences of Other Alcohol Related Conduct for alcohol concentration results of 0.02 or greater but less than 0.04 and Section VI – Consequences for a Driver Who Engages in Prohibited Activities for alcohol concentration results of 0.04 or greater.)

SECTION V – CONSEQUENCES OF OTHER RELATED ALCOHOL CONDUCT

(Alcohol Concentration of 0.02 or Greater But Less Than 0.04)

A. Prohibited Use

Although the results of an alcohol test with an alcohol concentration of 0.02 or greater but less than 0.04 is not considered to be prohibited behavior as defined in 49 CFR Part 382 (see Section II of this Policy), no driver who is found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall perform or continue to perform safety-sensitive functions for the County, including driving a commercial motor vehicle.

B. Return-to-Duty Requirements

functions until the start of the driver's next regularly scheduled duty period, but not less than 24 hours following administration of the test. No return-to-duty test is required at that time.

Except as provided in the preceding paragraph, the County shall take no action under DOT/FMCSA authority against a driver based solely on test results showing an alcohol concentration less than 0.04. This does not prohibit the County with independent authority from taking any action otherwise consistent with law.

C. County Policy Issues

Any County driver who is found to have an alcohol concentration of 0.02 or greater but less than 0.04 will be released from duty for the remainder of his/her regularly scheduled workday or overtime assignment and will not be allowed to resume his/her safety-sensitive duties until the start of his/her next regularly scheduled workday, provided that the applicable 24 hour time period has elapsed.

In addition, any such driver who is found to have an alcohol concentration of 0.02 or greater but less than 0.04 will be subject to disciplinary action up to and including termination for violation of County policy which prohibits the use of intoxicants while on duty or reporting for duty under the influence of intoxicants.

Under no circumstances shall a driver who is found to have an alcohol concentration of 0.02 or greater operate or be permitted to operate a County vehicle. In addition, the County will provide the employee with transportation from the collection site to his/her home or another mutually acceptable location.

SECTION VI - CONSEQUENCES FOR A DRIVER WHO ENGAGES IN PROHIBITED ACTIVITIES

A. Immediate Removal from Safety-Sensitive Functions

No driver shall perform safety-sensitive functions, including driving a CMV, if the driver has engaged in the conduct prohibited by Section II of this Policy or an alcohol or controlled substances rule of another DOT agency. The County shall not permit any driver to perform safety-sensitive functions, including driving a CMV, if the County has determined that the driver has violated these policies.

Notwithstanding any action the County may take under its own authority, said drivers (*this includes applicants as well as employees*) will be given the names, addresses and telephone numbers of substance abuse professionals (SAPs) and counseling and treatment programs and shall be advised as to the resources available to them in evaluating and resolving problems associated with drug use or alcohol misuse. Said drivers will be required to sign a statement certifying receipt of this information (see Appendix C).

B. Required Evaluation and Testing

No driver who has engaged in conduct prohibited by Section II of this Policy shall perform or be permitted to perform safety-sensitive functions, including driving a commercial motor vehicle, unless the driver has met the requirements of 49 CFR Part 40 regarding referral, evaluation, and treatment.

In summary, if the County allows said employee an opportunity to resume his/her safety-sensitive functions, that employee must first undergo a face-to-face assessment and clinical evaluation by a substance abuse professional (SAP) who will determine what assistance is needed to resolve problems associated with drug use or alcohol misuse.

Once the SAP recommends a course of education and/or treatment (i.e., in-patient hospitalization, intensive out-patient rehabilitation, counseling, self-help groups, aftercare, etc.), said employee must fully comply with the recommendation and must then be re-evaluated in a follow-up face-to-face clinical interview by the SAP to ensure that he/she has actively participated in the education and/or treatment program and has demonstrated successful compliance with the initial assessment and evaluation recommendations. Said employee may then resume his/her safety-sensitive duties after undergoing a return-to-duty drug test with a verified negative result and/or an alcohol test with a breath alcohol concentration below 0.02. The employee shall be subject to unannounced follow-up testing and may also be subject to continuing education and/or treatment in accordance with the SAP's recommendations.

Neither the individual nor the County may seek a second SAP's evaluation in order to obtain another recommendation, and no one may change, in any way, the SAP's evaluation or recommendations for assistance.

C. County Policy Issues

Any County driver who engages in the prohibited activities outlined in Section II of this Policy will be terminated immediately.

Transportation. Under no circumstances shall a driver who is found to have an alcohol concentration of 0.02 or greater or thought to be under the influence of a controlled substance, operate or be permitted to operate a County vehicle. In addition, the County will provide the employee with transportation from the collection site to his/her home or another mutually acceptable location.

SECTION VII - EDUCATION AND TRAINING REQUIREMENTS

A. Employee Education

The County will provide drivers with educational materials that explain the requirements of the FMCSA's regulations. These materials will include information on the effects of alcohol and controlled substances use on an individual's health, work, and personal life, signs and symptoms of an alcohol or controlled substances problem, and available methods of intervening when an alcohol or a controlled substances problem is suspected, including confrontation, referral to any employee assistance program and or referral to management.

These materials will also be distributed to all employees subsequently hired for or transferred to a position where a CDL is required or an employee is utilized to operate a CMV. Each driver will be required to sign a statement certifying receipt of this information (see Appendix D). Failure to sign this receipt may result in termination of employment.

All questions regarding these regulations and related County policies and procedures should be directed to the Designated Employer Representative or the Substance Abuse Program Manager (see Appendix A for the names of these individuals).

B. Supervisor Training

All supervisors who may be required to make reasonable suspicion determinations must receive at least 60 minutes of training on alcohol misuse and an additional 60 minutes of training on controlled substances use. This training shall include the physical, behavioral, speech and performance indicators of probable alcohol misuse and use of controlled substances.

SECTION VIII - CONFIDENTIALITY AND RECORDKEEPING PROCEDURES

A. Access and Confidentiality

The County shall maintain records of its alcohol misuse and controlled substances use prevention program in accordance with DOT regulations. These records shall be maintained in a secure location with controlled access for the specified retention periods.

Except as required by law or expressly authorized or required, the County shall not release driver information that is contained in records required to be maintained under this regulation.

A driver is entitled, upon written request, to obtain copies of any records pertaining to his/her use of alcohol or controlled substances, including any records pertaining to his/her alcohol or controlled substances tests. Access to a driver's records shall not be contingent upon payment for records other than those specifically requested.

The County shall permit access to all facilities utilized in complying with the requirements of these policies to the Secretary of Transportation, any DOT agency, or any State or local officials with regulatory authority over the County or any of its drivers.

The County shall make available copies of all results for County alcohol and/or controlled substances testing conducted under this policy and any other information pertaining to the County's alcohol misuse and/or controlled substances use prevention program(s), when requested by the Secretary of Transportation, any DOT agency, or any State or local officials with regulatory authority over the County and any of its drivers.

When requested by the National Transportation Safety Board as part of an accident investigation, the County shall disclose information related to its administration of a post-accident alcohol and/or controlled substances test administered following the accident under investigation.

The County may disclose information required to be maintained under this regulation pertaining to a driver to the decision maker in a lawsuit, grievance, or administrative proceeding initiated by or on behalf of the individual, and arising from a positive DOT drug or alcohol test or a refusal to test (including, but not limited to, adulterated or substituted test results) of this regulation (including, but not limited to, a worker's compensation, unemployment compensation, or other proceeding relating to a benefit sought by the driver). Additionally, the County may disclose information in criminal or civil actions in accordance with 49 CFR Part 40.321(b).

The County shall release information regarding a driver's records as directed by the specific written consent of the driver authorizing release of the information to an identified person. Release of such information by the person receiving the information is permitted only in accordance with the terms of the employee's specific written consent as outlined in 49 CFR part 40.321(b).

B. Exchange of Information Between Employers

1. *Procurement of information.* The County shall request alcohol and controlled substances information from previous employers in accordance with 49 CFR Part 40.25 for all drivers it is intending to use to perform safety-sensitive duties.

In summary, the County must, after obtaining an individual's specific written consent, request the following information from all DOT-regulated employers who have employed that individual during the preceding 3 years:

- alcohol tests with a concentration result of 0.04 or greater;
- verified positive drug test results;
- refusals to be tested (including verified adulterated or substituted drug test results);
- other violations of DOT agency drug and alcohol testing regulations;

and, with respect to any individual who violated a DOT drug and alcohol regulation:

- documentation of their successful completion of DOT return-to-duty requirements (including follow-up tests).

If the previous employer does not have information about the return-to-duty process (e.g., an employer who did not hire an employee who tested positive on a pre-employment test), the County will seek to obtain this information from the employee. The information obtained from a previous employer includes any drug or alcohol test information obtained from previous employers under this regulation or other applicable DOT agency regulations.

This information is to be obtained by supplying each of said previous employers with the driver's specific, written authorization for the release of these records (see Appendix E).

If feasible the County will obtain and review this information before the driver first performs safety-sensitive functions. If this is not feasible, the County will obtain and review the information as soon as possible. However, the County will not permit the driver to perform safety-sensitive

functions after 30 days from the date on which he/she first performed safety-sensitive functions unless it has obtained or made and documented a good faith effort to obtain this information. This information must be retained for 3 years from the date of the driver's first performance of safety-sensitive functions.

In addition, the County will not permit a driver to perform or to continue to perform safety-sensitive functions if information is obtained showing that the individual has violated a DOT agency drug and alcohol testing regulation unless information is also obtained showing that the individual has complied with the return-to-duty requirements as outlined in Section VI.

The County is also required to ask the driver whether he/she has tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an County to which the driver applied for, but did not obtain, safety-sensitive transportation work covered by DOT agency drug and alcohol testing rules during the past 3 years. If the driver admits that he/she had a positive test or a refusal to test, the County will not use the driver to perform safety-sensitive functions until and unless the driver documents successful completion of the return-to-duty process.

2. *Release of information.* Records shall be made available to a subsequent employer upon receipt of a written request from a driver. Disclosure by the subsequent employer is permitted only as expressly authorized by the terms of the driver's request. After reviewing the employee's specific, written consent, the County will immediately release the requested information to the employer making the inquiry. The County will maintain a written record of the information released, including the date, the party to whom it was released, and a summary of the information provided.

GLOSSARY OF TERMS

“Adulterated specimen” A specimen that has been altered, as evidenced by test results showing either a substance that is not a normal constituent for that type of specimen or showing an abnormal concentration of an endogenous substance.

“Alcohol” The intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols including methyl or isopropyl alcohol.

“Alcohol concentration (or content)” The alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test under this part.

“Alcohol use” The drinking or swallowing of any beverage, liquid mixture or preparation, (including any medication), containing alcohol.

“Alcohol Screening Device (ASD)” A breath or saliva device, other than an EBT, that is approved by the national Highway Traffic Safety Administration (NHTSA) and appears on ODAPC’s Web page for “Approved Screening Devices to Measure Alcohol in Bodily Fluids.”

“Aliquot” A fractional part of a specimen used for testing. It is taken as a sample representing the whole specimen.

“Breath Alcohol Technician (BAT)” A person who instructs and assists individuals in the alcohol testing process and operates an EBT. The BAT shall be trained to proficiency in the operation of the EBT that he or she is using.

“CFR” Code of Federal Regulations.

“Cancelled test” A drug or alcohol test that has a problem identified that cannot be or has not been corrected, or which this regulation otherwise requires to be cancelled. A cancelled test is neither a positive nor a negative test.

“Chain-of-custody” The procedure used to document the handling of the urine specimen from the time the individual gives the specimen to the collector until the specimen is destroyed. This procedure uses the Federal Drug Testing Custody and Control Form (CCF) as approved by the Office of Management and Budget.

“Collection site” A place designated by the County where individuals present themselves for the purpose of providing a specimen to be analyzed for the presence of controlled substances and/or alcohol.

“Commercial motor vehicle (CMV)” A motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle:

- (a) Has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or
- (b) Has a gross vehicle weight rating of 26,001 or more pounds; or
- (c) Is designed to transport 16 or more passengers, including the driver; or

(d) Is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act and which requires the motor vehicle to be placarded under the Hazardous Materials Regulations.

“Confirmed drug test” A confirmation test result received by an MRO from a laboratory.

“Consortium/Third-party administrator (C/TPA)” A service agent that provides or coordinates one or more drug and/or alcohol testing services to DOT-regulated employers.

“Controlled substances” Those substances identified in 49 CFR Part 40.85. The word “drugs” is used interchangeably with this term in this policy manual.

“Designated Employer Representative (DER)” An employee authorized by the County to take immediate action(s) to remove employees from safety-sensitive duties or cause employees to be removed from these covered duties, and to make required decisions in the testing and evaluation processes. The DER also receives test results and other communications for the County consistent with the requirements of these regulations. Service agents cannot serve as DERs.

“Dilute specimen” A urine specimen with creatinine and specific gravity values that are lower than expected for human urine.

“Disabling damage” Damage which precludes departure of a motor vehicle from the scene of the accident in its usual manner in daylight after simple repairs.

Inclusions: Damage to motor vehicles that could have been driven but would have been further damaged if so driven.

Exclusions: (i) Damage which can be remedied temporarily at the scene of the accident without special tools or parts; (ii) tire disablement without other damage even if no spare tire is available; (iii) headlight or taillight damage; (iv) damage to turn signals, horn, or windshield wipers which make them inoperative.

“Driver” Any person who operates a commercial motor vehicle. This includes, but is not limited to: full-time, regularly employed drivers; casual, intermittent or occasional drivers; leased drivers and independent owner-operator contractors.

“Employer” A person or entity employing one or more employees (including an individual who is self-employed) that is subject to DOT agency regulations requiring compliance with this regulation. The term, as it is used in this policy, refers to the entity responsible for overall implementation of DOT drug and alcohol program requirements, including individuals employed by the entity who take personnel actions resulting from violations of this Policy and any applicable DOT agency regulations. Service agents are not employers for the purposes of this regulation.

“Evidential Breath Testing Device (EBT)” A device approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath at the .02 and .04 alcohol concentrations and appears on ODAPC’s Web page for “Approved Evidential Breath Measurement Devices” because it conforms with the model specifications available from NHTSA.

“HHS” The Department of Health and Human Services or any designee of the Secretary, Department of Health and Human Services.

“Initial specimen validity test” The first test used to determine if a urine specimen is adulterated, diluted, substituted, or invalid.

“Invalid drug test result” The result reported by an HHS-certified laboratory in accordance with the criteria established by HHS Mandatory Guidelines when a positive, negative, adulterated, or substituted result cannot be established for a specific drug or specimen validity test.

“Laboratory” Any U.S. laboratory certified by HHS under the National Laboratory Certification Program as meeting the minimum standards of Subpart C of the HHS Mandatory Guidelines for Federal Workplace Drug Testing Programs; or, in the case of foreign laboratories, a laboratory approved for participation by DOT under this part.

“Medical Review Officer (MRO)” A person who is a licensed physician and who is responsible for receiving and reviewing laboratory results generated by an County’s drug testing program and evaluating medical explanations for certain drug test results.

“Negative result” The result reported by an HHS-certified laboratory to an MRO when a specimen contains no drug or the concentration of the drug is less than the cutoff concentration for the drug or drug class and the specimen is a valid specimen.

“Performing (a safety-sensitive function)” An employee is considered to be performing a safety-sensitive function during any period in which he or she is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions.

“Positive result” The result reported by an HHS-certified laboratory when a specimen contains a drug or drug metabolite equal to or greater than the cutoff concentrations.

“Primary specimen” In drug testing, the urine specimen bottle that is opened and tested by a first laboratory to determine whether the donor has a drug or drug metabolite in his/her system; and for the purpose of validity testing. The primary specimen is distinguished from the split specimen, also defined in this section.

“Reconfirmed” The result reported for a split specimen when the second laboratory is able to corroborate the original result reported for the primary specimen.

“Refuse to submit (to a drug or alcohol test)” means that a driver:

(1) Fails to appear for any test (except a pre-employment test) within a reasonable time, as determined by the County, consistent with applicable DOT agency regulations, after being directed to do so by the County. This includes the failure of an employee (including an owner-operator) to appear for a test when called by a C/TPA;

(2) Fails to remain at the testing site until the testing process is complete, provided that an employee who leaves the testing site before the testing process commences for a pre-employment test is not deemed to have refused to test;

(3) Fails to provide a urine specimen for any drug test required by this regulation or DOT agency regulations, provided, that an employee who does not provide a urine specimen because he or she has left the testing site before the testing process commences for a pre-employment test is not deemed to have refused to test;

(4) In the case of a directly observed or monitored collection in a drug test, fails to permit the observation or monitoring of the driver's provision of a specimen;

(5) Fails to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;

(6) Fails/declines to take a second test the County or collector directs the driver to take;

(7) Fails to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER concerning the evaluation as part of the "shy bladder" procedures of this regulation. In the case of a preemployment drug test, the employee is deemed to have refused to test on this basis only if the pre-employment test is conducted following a contingent offer of employment;

(8) Fails to cooperate with any part of the testing process (e.g., refuses to empty pockets when so directed by the collector, behaves in a confrontational way that disrupts the collection process, fails to wash hands after being directed to do so by the collector);

(9) For an observed collection, fails to follow the observer's instructions to raise the his or her clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if the driver has any type of prosthetic or other device that could be used to interfere with the collection process.

(10) Possesses or wears a prosthetic or other device that could be used to interfere with the collection process.

(11) Admits to the collector or MRO that he or she adulterated or substituted the specimen.

"Rejected for testing" The result reported by an HHS-certified laboratory when no tests are performed for a specimen because of a fatal flaw or a correctable flaw that is not corrected.

"Safety-sensitive function" All time from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work. Safety-sensitive functions shall include:

(1) All time at an County or shipper plant, terminal, facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the County.

(2) All time inspecting equipment as required by the Federal Motor Carrier Safety Regulations or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time.

(3) All time spent at the driving controls of a commercial motor vehicle in operation.

(4) All time, other than driving time, in or upon any commercial motor vehicle (except for time spent resting in the sleeper berth).

(5) All time loading or unloading a commercial motor vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded.

(6) All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

“Screening Test Technician (STT)” A person who instructs and assists employees in the alcohol testing process and operates an alcohol screening device (ASD).

“Service agent” A person or entity, other than an employee of the County, who provides services to County and/or employees in connection with DOT drug and alcohol testing requirements. This includes, but is not limited to, collectors, BATs and STTs, laboratories, MROs, substance abuse professionals, and C/TPAs. To act as service agents, persons and organizations must meet DOT qualifications, if applicable.

“Split specimen collection” A collection in which the urine collected is divided into two separate specimen bottles, the primary specimen (Bottle A) and the split specimen (Bottle B).

“Stand-down” The practice of temporarily removing an employee from the performance of safety-sensitive functions based only on a report from a laboratory to the MRO of a confirmed positive test for a drug or drug metabolite, an adulterated test, or a substituted test, before the MRO has completed verification of the test results.

“Substance Abuse Professional (SAP)” A person who evaluates individuals who have violated a DOT drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare.

“Substituted specimen” A urine specimen with creatinine and specific gravity values that are so diminished or so divergent that they are not consistent with normal human urine.

“Verified test” A drug test result or validity testing result from an HHS-certified laboratory that has undergone review and final determination by the MRO.

APPENDIX A

Program Administration and Medical Service Providers

Substance Abuse Program Manager

Alice Whitby
Finance Manager
434-348-4205

Designated Employer Representative (DER)

Alice Whitby
Finance Manager
434-348-4205

Program Administrator (C/TPA)

Commonwealth Occupational Health & Safety Associates, LLC
PO Box 1084
Prince George, VA 23875
Pam Austin 804-586-3306

SAMHSA Certified Laboratory

Medtox Laboratories, Inc
402 W. County Road
St Paul, MN 55112

Medical Review Officer (MRO)

Anthony C. Cetrone, M.D.
Commonwealth Occupational Safety & Health
717 South Bacons Chase
N. Prince George, VA 23860

Substance Abuse Professional (SAP)

Greensville-Emporia Counseling Services
1101 Greensville County Circle
Emporia, VA 23847
434-348-8900

Local Collection Site(s)

Greensville County School Board
105 Ruffin Street
Emporia, VA 23847

APPENDIX B

Specimen Analysis Cutoff Concentration Chart

Initial and confirmatory cutoff concentrations are expressed in nanograms per milliliter (ng/mL):

Initial Test Analyte	Initial Test Cutoff (1)	Confirmatory Test Analyte	Confirmatory Test Cutoff Concentration
Marijuana metabolites (THCA) (2)	50 ng/mL (3)	THCA	15 ng/mL
Cocaine metabolites (Benzoylecgonine)	150 ng/mL(3)	Benzoylecgonine	100 ng/mL
Codeine/	2000 ng/mL	Codeine	2000 ng/mL
Morphine		Morphine	2000 ng/mL
Hydrocodone/	300 ng/mL	Hydrocodone	100 ng/mL
Hydromorphone		Hydromorphone	100 ng/mL
Oxycodone/	100 ng/mL	Oxycodone	100 ng/mL
Oxymorphone		Oxymorphone	100 ng/mL
6-Acetylmorphine	10 ng/mL	6-Acetylmorphine	10 ng/mL
Phencyclidine	25 ng/mL	Phencyclidine	25 ng/mL
Amphetamine/	500 ng/mL	Amphetamine	250 ng/mL
Methamphetamine		Methamphetamine	250 ng/mL
MDMA (4)/MDA (5)	500 ng/mL	MDMA	250 ng/mL
		MDA	250 ng/mL

(1) For grouped analytes (i.e., two or more analytes that are in the same drug class and have the same initial test cutoff):

Immunoassay: The test must be calibrated with one analyte from the group identified as the target analyte. The cross-reactivity of the immunoassay to the other analyte(s) within the group must be 80 percent or greater; if not, separate immunoassays must be used for the analytes within the group.

Alternate technology: Either one analyte or all analytes from the group must be used for calibration, depending on the technology. At least one analyte within the group must have a concentration equal to or greater than the initial test cutoff or, alternatively, the sum of the analytes present (i.e., equal to or greater than the laboratory's validated limit of quantification) must be equal to or greater than the initial test cutoff.

(2) An immunoassay must be calibrated with the target analyte, Delta-9-tetrahydrocannabinol-9-carboxylic acid (THCA).

(3) *Alternate technology (THCA and Benzoylecgonine):* When using an alternate technology initial test for the specific target analytes of THCA and Benzoylecgonine, the laboratory must use the same cutoff for the initial and confirmatory tests (i.e., 15 ng/mL for THCA and 100ng/mL for Benzoylecgonine).

(4) Methylenedioxymethamphetamine (MDMA).

(5) Methylenedioxyamphetamine (MDA).

APPENDIX C

Receipt for Counseling/Treatment Program Information

I, (print name) _____ hereby acknowledge that I have received the names, addresses and telephone numbers of substance abuse professionals (SAP's) and counseling and treatment programs and have been advised as to the resources available to me in evaluating and resolving problems associated with drug use and/or the misuse of alcohol.

Date _____

Driver's Signature _____

APPENDIX D

Receipt for Controlled Substances and Alcohol Use & Testing Policy

I, (print name) _____ hereby acknowledge that I have received a copy of the County's Drug/Alcohol Use & Testing Policy. This Policy explains the requirements of Federal Regulation 49 CFR Part 382, Federal Motor Carrier Safety Administration Controlled Substances and Alcohol Use and Testing Regulations and contains information regarding the consequences for violating these regulations.

I understand that it is a requirement of 49 CFR Part 382.601(d) that each driver sign a statement certifying receipt of the above-listed materials. I acknowledge that I am responsible for reading and familiarizing myself with these materials and that compliance with the Controlled Substances and Alcohol Use and Testing Policy is a condition of employment.

The following section pertains to applicant drivers only:

Have you tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer to which you have applied for, but did not obtain, safety-sensitive transportation work covered by any DOT agency drug and alcohol testing rules during the past 3 years? No ____ Yes ____

Date _____

Driver's Signature _____

APPENDIX E

Release of Information Form -- 49 CFR Part 40 Drug and Alcohol Testing

Section I. To be completed by the new employer, signed by the employee, and transmitted to the previous employer:

Employee Printed or Typed Name: _____

Employee SS or ID Number: _____

I hereby authorize release of information from my Department of Transportation regulated drug and alcohol testing records by my previous employer, listed in *Section I-B*, to the employer listed in *Section I-A*. This release is in accordance with DOT Regulation 49 CFR Part 40, Section 40.25. I understand that information to be released by my previous employer is limited to the DOT-regulated testing items listed in *Section II-A*.

Employee Signature: _____ Date: _____

I-A.

New Employer Name: _____

Address: _____

Phone #: _____

Fax #: _____

Designated Employer Representative: _____

I-B.

Previous Employer Name: _____

Address: _____

Phone #: _____

Designated Employer Representative (if known): _____

Section II. To be completed by the previous employer and transmitted by mail or fax to the new employer: **II-A.** In the three years prior to the date of the employee's signature (in Section I), for DOT regulated testing:

1. Did the employee have alcohol tests with a result of 0.04 or higher? YES ____ NO ____
2. Did the employee have verified positive drug tests? YES ____ NO ____
3. Did the employee refuse to be tested? YES ____ NO ____
4. Did the employee have other violations of DOT agency drug and alcohol testing regulations? YES ____ NO ____
5. Did a previous employer report a drug and alcohol rule violation to you? YES ____ NO ____
6. If you answered "yes" to any of the above items, did the employee complete the return-to-duty process? N/A ____ YES ____ NO ____

NOTE: If you answered "yes" to item 5, you must provide the previous employer's report. If you answered "yes" to item 6, you must also transmit the appropriate return-to-duty documentation (e.g., SAP report(s), follow-up testing record).

II-B.

Name of person providing information in *Section II-A*: _____

Title: _____

Phone #: _____

Date: _____

APPENDIX F

How to Obtain Copies of Federal Regulation 49 CFR Part 40

The 49 CFR Part 40, "Procedures for Transportation Workplace Drug and Alcohol Testing Programs" referenced in this policy manual was published in the Federal Register on 12/19/00 with an effective date of 08/01/01 and has undergone several subsequent amendments, the most recent being effective 01/01/2018.

This Federal Regulation, as well as interpretations and answers to questions, may be viewed at the DOT Office of Drug and Alcohol Policy Compliance web site: <https://transportation.gov/odapc>.

In addition, a copy of 49 CFR Part 40 may be obtained by writing to the U.S. Department of Transportation, Office of Drug and Alcohol Policy and Compliance, 1200 New Jersey Avenue SE, Washington, DC 20590, or by calling the Office of Drug and Alcohol Policy and Compliance at (202) 366-3784 or by emailing: ODAPCWebmail@DOT.gov.